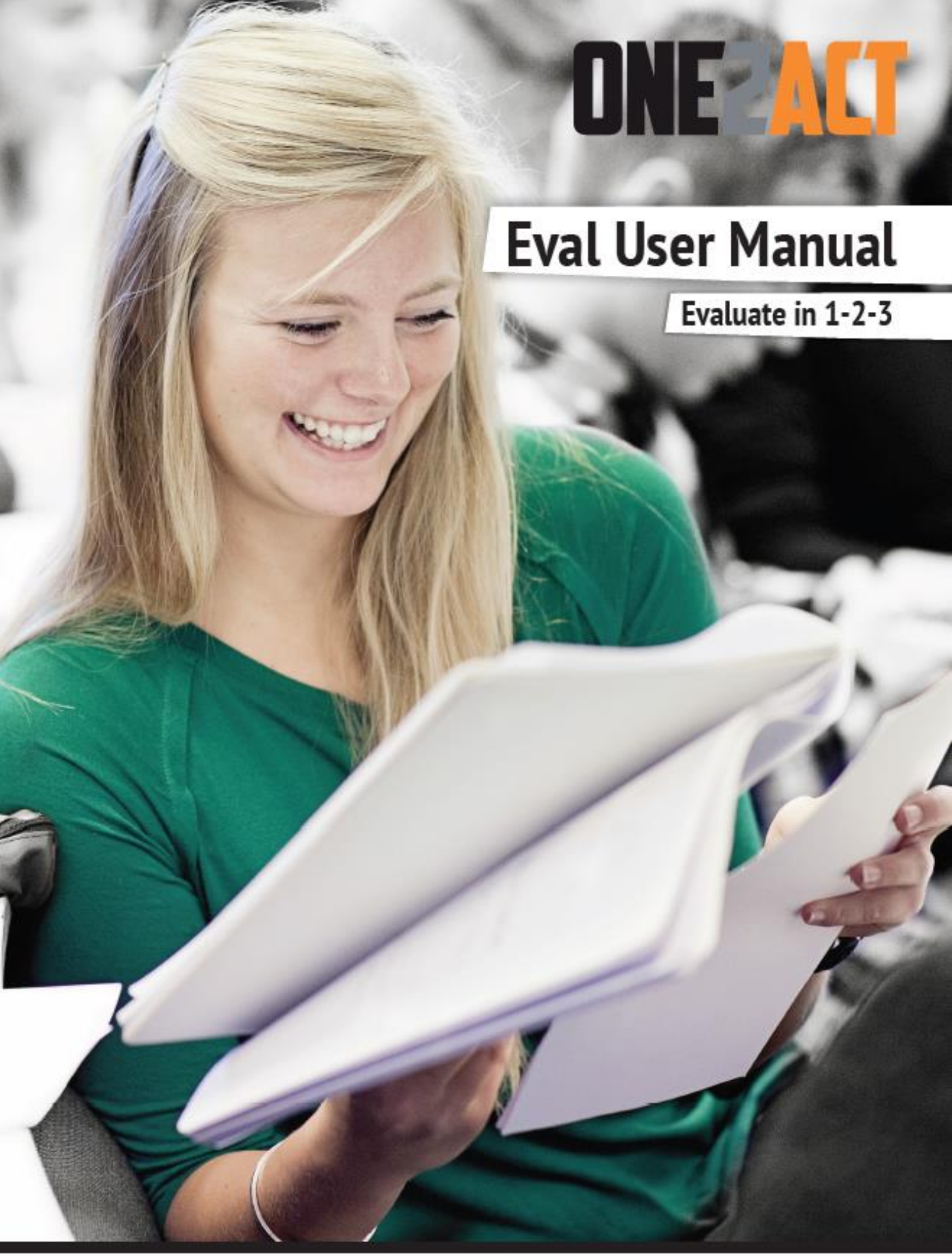

ONE2ACT

Eval User Manual

Evaluate in 1-2-3

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Eval in a nutshell

Do you hold courses or provide training of any kind? How can you quickly map your students' pre-knowledge of a subject, in order to optimize the course content? How can you measure changes in attitudes and knowledge during a course? How can you document learning after a course is finished?

Eval is a tool which lets students use their own mobile devices like smartphones, tablets or laptops, to answer digital evalutions during various phases of the training. You can map knowledge with factual questions, and at the same time gather information about attitudes and opinions, as well as gather feedback on the training itself.

Getting started with Eval

Create user

You create a teacher account for Eval by opening the following link in a browser:

https://www.one2act.no/index.php?option=com_content&view=article&id=102&Itemid=204&lang=no

Your students can answer evaluations anonymously, or you can have them log in with users names. This is described in a separate user manual for students, which is available from our website.

Installing the Eval teacher client

The teacher client is used to run digital evaluations, and is installed on the PC from which the evaluation system will run. The procedure for installing the software is as follows (note that you need administrator privileges for this - if you do not have this on your PC where the software is installed, you must contact the local IT support):

1. Download and install Adobe AIR from http://get.adobe.com/air. This is a support program which must be installed before the Eval software can be installed.
2. Download and install the Eval software from http://update.stimuli.no/autoupdate/Eval/stable/get.jsp

What do students need to use Eval?

Students use a web browser to answer evaluations, and all types of mobile devices such as smart phone, tablet, laptop or the like can be used.

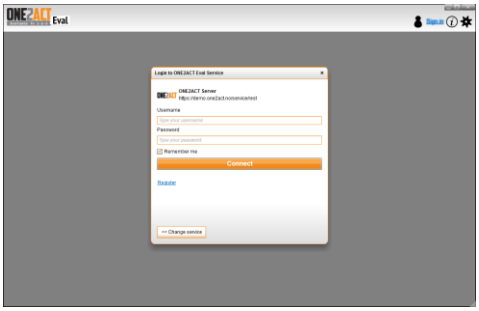
The student login page

Students enter the following address into a web browser
http://app.one2act.no

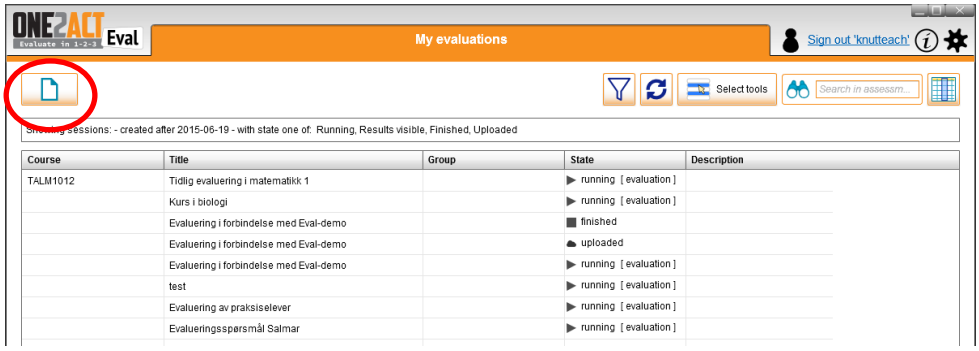
On this website they can create a user (if your system will not be used anonymously), and log in to answer evaluations.

Setting up an evaluation in Eval

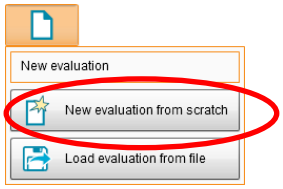
1. Double-click the desktop icon (or in the Start menu) to start the teacher client.
2. Log in with your username and password:



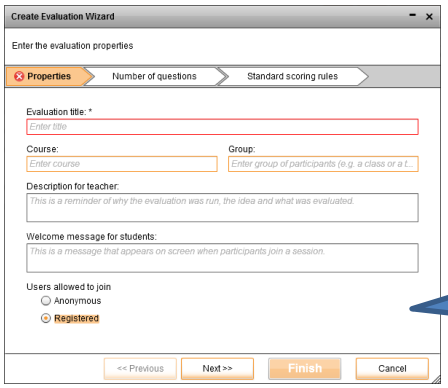
3. After logging in, you will get a list of evaluations you have run earlier:



4. You can now creating the multiple choice evaluation by pressing the button And then choose **New evaluation from scratch:**

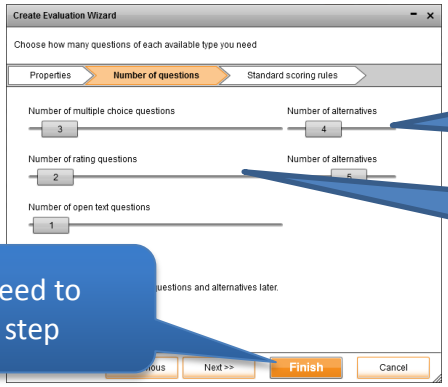


5. You will now be guided through a 4-step wizard where you set up the evaluation:
   a. Enter basic information about the evaluation, such as title, grade ("group") etc. You can also specify whether the evaluation can be answered by anonymous users, or whether students must be logged in to answer an evaluation.



Allow anonymous users?

   b. Enter the number of questions on the evaluation, and a default number of options for each question (you can change all this afterwards):

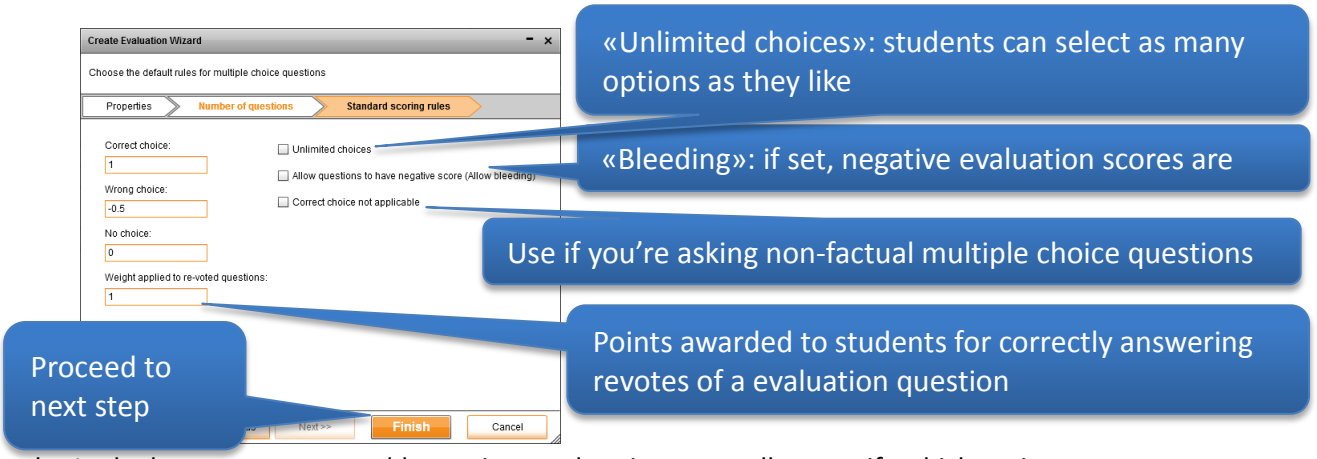


If you want to ask factual question, i.e. questions with right or wrong answers, use the multiple choice type

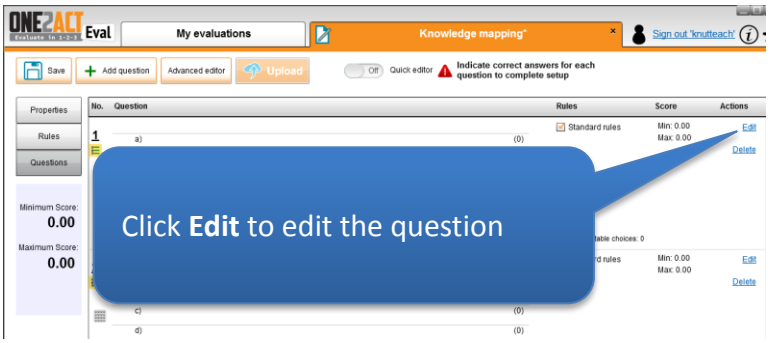
Rating questions: «on a scale from totally agree to totally disagree, to what extent you agree with this statement?"

Proceed to next step

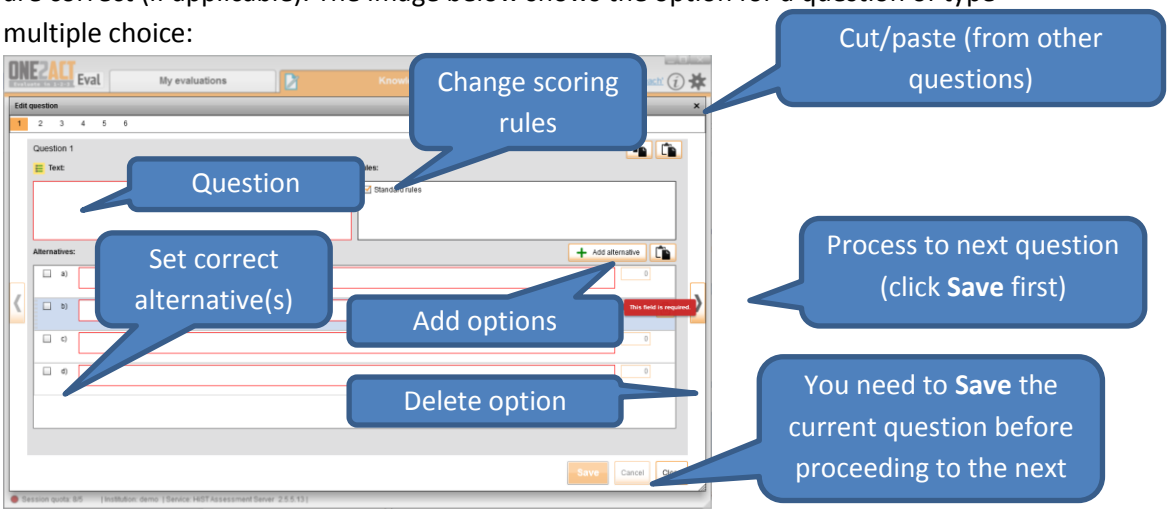
   c. Next you enter scoring rules, i.e. the number of points for correct/incorrect/no answer. These are only applicable if you're asking factual questions. You can also specify whether the evaluation allows negative total score ("bleeding") and whether students should get credit for participating in revoting sessions after the evaluation is completed.



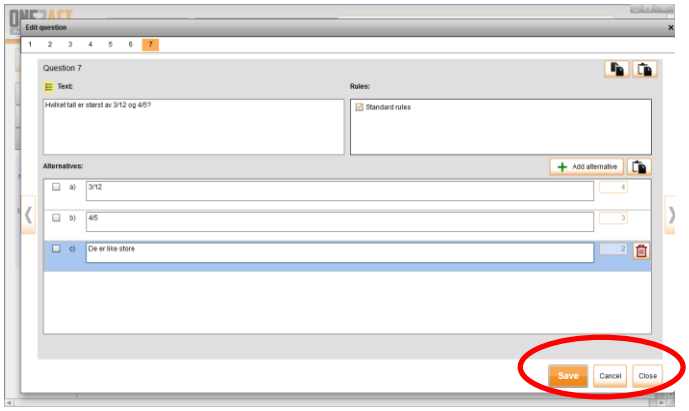
d. In the last step, you can add questions and options, as well as specify which options are correct.



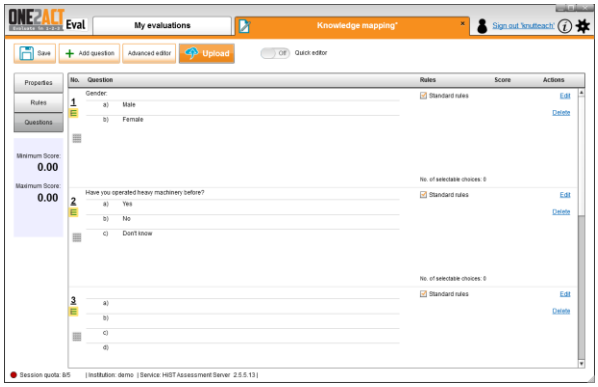
e. Here you enter the question text and the text for each option, and select which options are correct (if applicable). The image below shows the option for a question of type multiple choice:



f. Once you have filled in the last question and clicked Save, you can click Close to close the editor.



g. You will then get a list of questions like indicated in the image below:

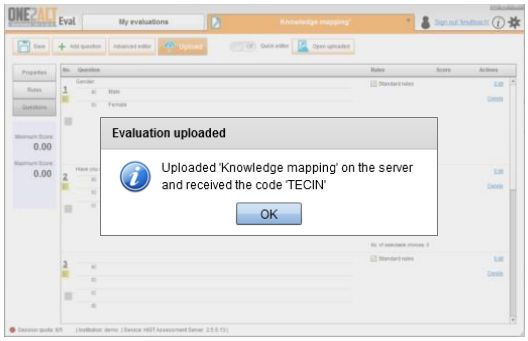


h. It is prudent to save the setup as a file on your hard drive, which you do with button

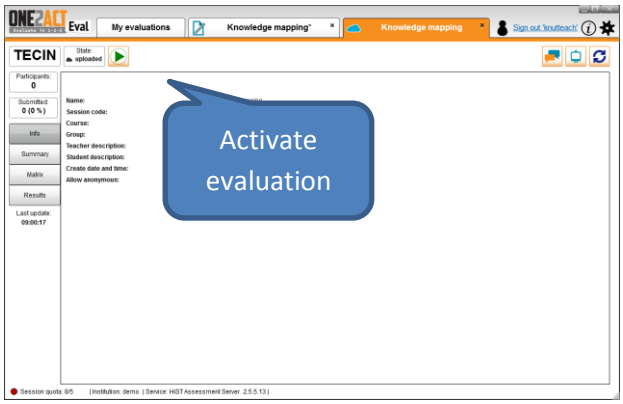
.

6. Click the button

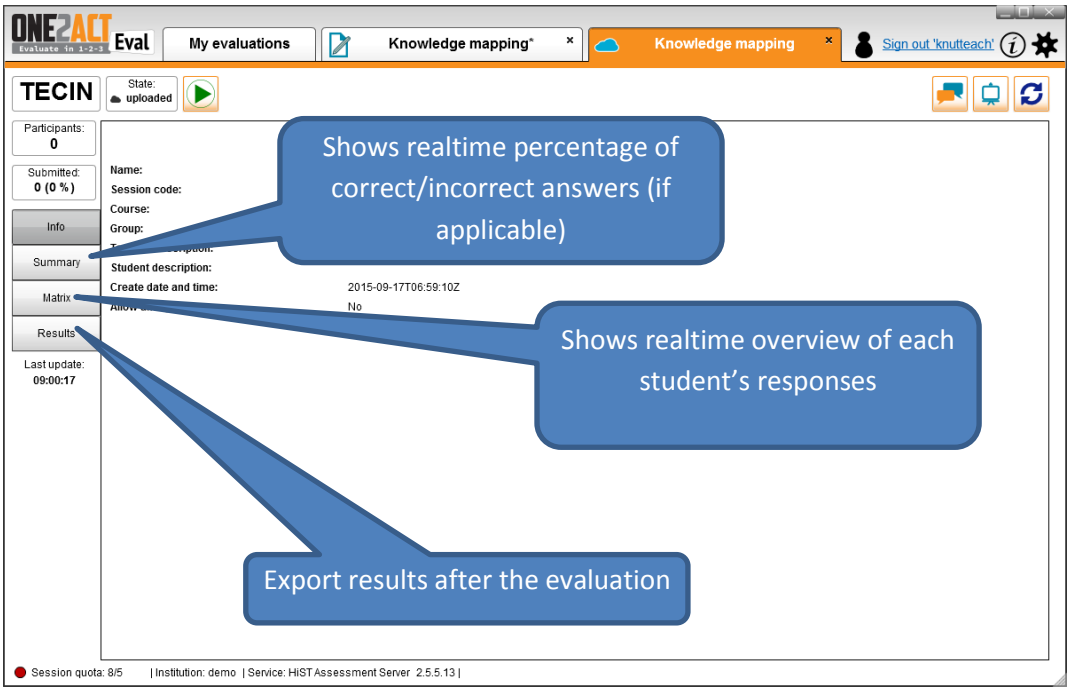
once you have made all of the desired adjustments.The system will acknowledge your upload with a message indicating that a session code has been generated:



7. By default the evaluation only uploaded to the system; it is not activated yet. If you wish to activate it immediately, you can press the button Open uploaded in the top toolbar – this will bring up the control panel for the selected evaluation:



8. From here you can activate the evaluation, so that students can answer it. This is done with button . Once the evaluation is activated, the interface will look like the image below:



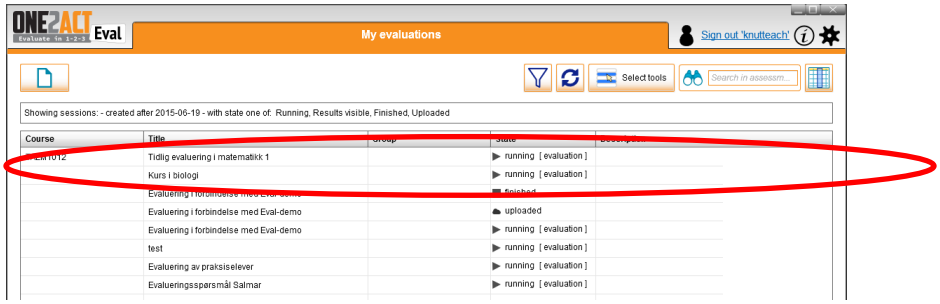
Running Eval evaluations

In this section we describe how Eval can be used before, during and after a course or a training session.

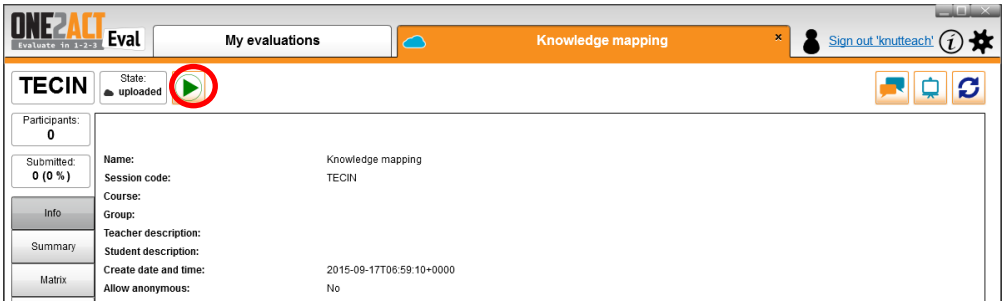
Initiate and monitor the evaluation

1. If you have already started/activated the evaluation, you only need to give the session code to students to enable them to log in and start answering the evaluation. Depending on whether or not students are present physically, the session code can be given to them during the training session, or, if students are not present physically, posted on a website or by email.

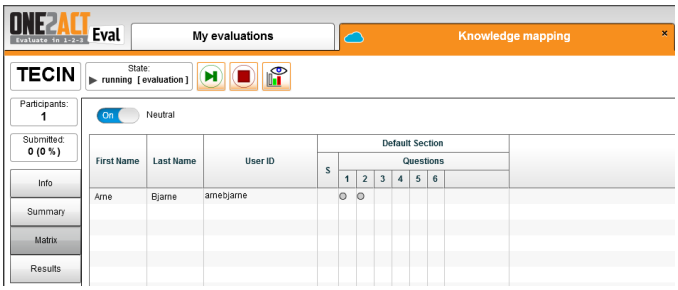
2. If you have not started the evaluation yet, log in to Eval and find your evaluation in the list below:



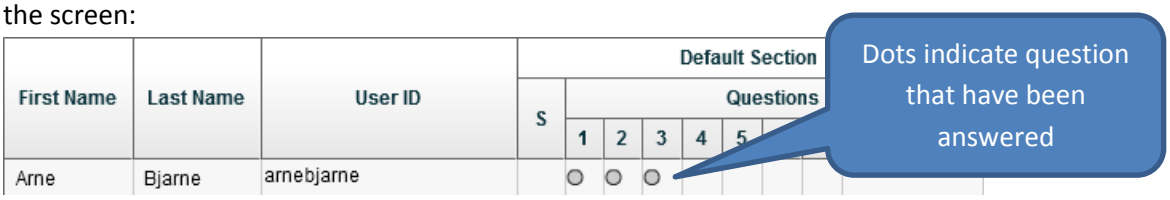
3. Double-click the evaluation you want to run, and then press to start the evaluation.



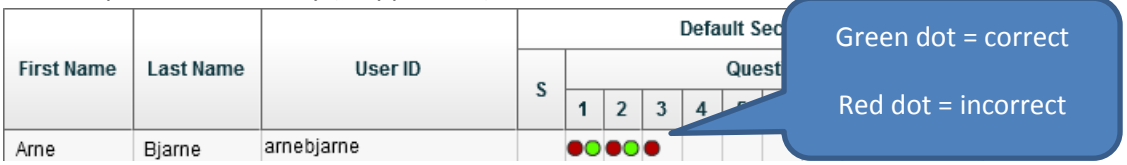
4. Clicking the button will bring up a continously updated list of logged-in students:



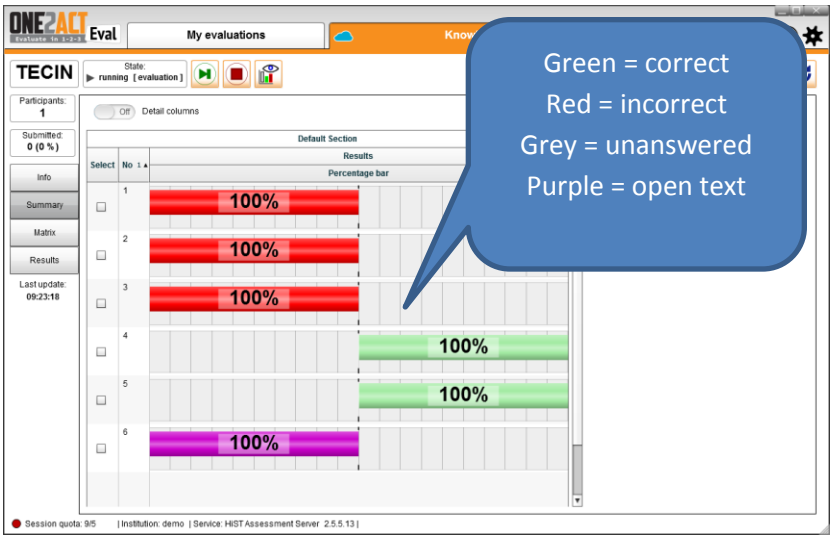
5. As students begin to answer the evaluation with their mobile devices, this will be indicated on the screen:



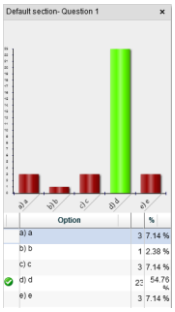
6. You can press the button to see whether a particular student has answered the various questions correctly (if applicable):



7. Click the button to get see the total percentage of correct/incorrect answers on the evaluation questions. If you're doing knowledge mapping in preparation for a course, you can rapidly identify problem areas that that you can address during the course:

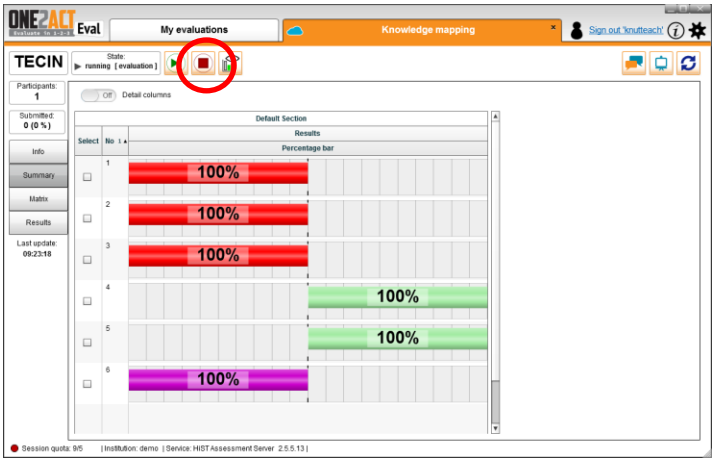


8. Clicking one of the graphs, which are updated in real time, brings up a histogram of the distribution of responses to each question:



Ending the evaluation

9. To end the evaluation, press the button in the top toolbar, as indicated below. Once the evaluation has ended, students will no longer be able to answer the evaluation.



10. If there is a need to reopen the evaluation (eg. if some students did not manage to submit due to technical problems), you can reopen the evaluation with and then finish the evaluation with .

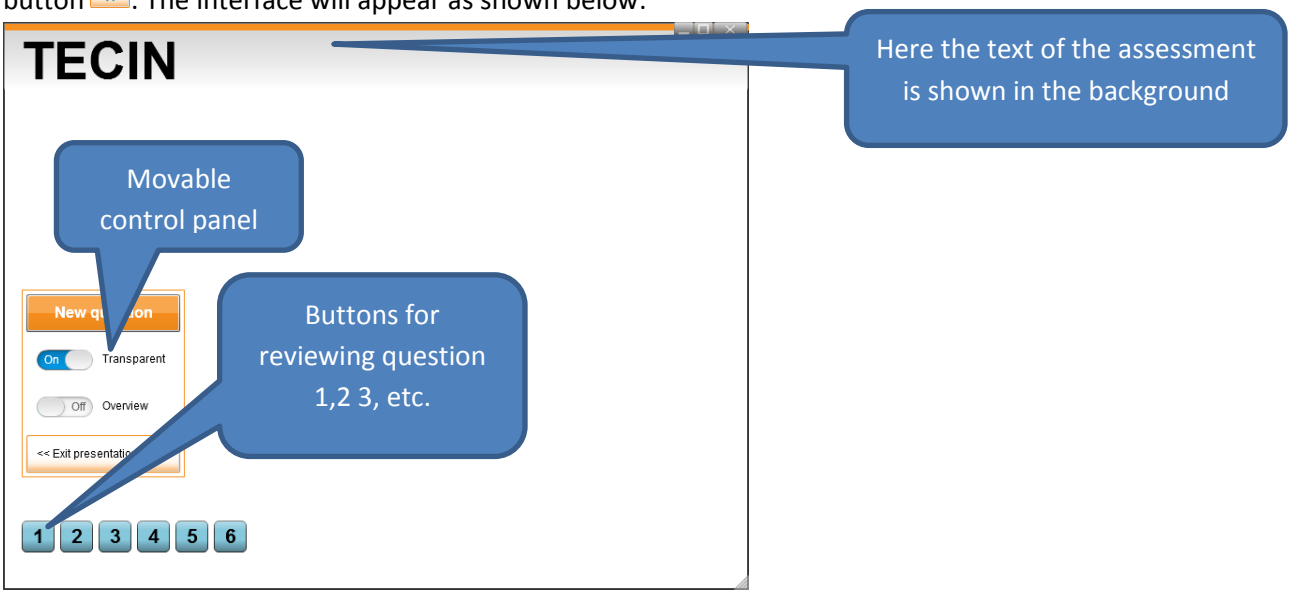
Reviewing and addressing responses

If you have asked factual questions ahead of a training session which highlight problem areas or knowledge gaps, you can use Eval to systematically address those issues during the training. The same goes for any type of knowledge mapping or measuring of attitudes or opinions at any stage of a course: Eval can be used to review the resonses together with the students – e.g. in order to clarify misunderstandings (perhaps the students did not understand your question) or to follow up any input given to you by the students.

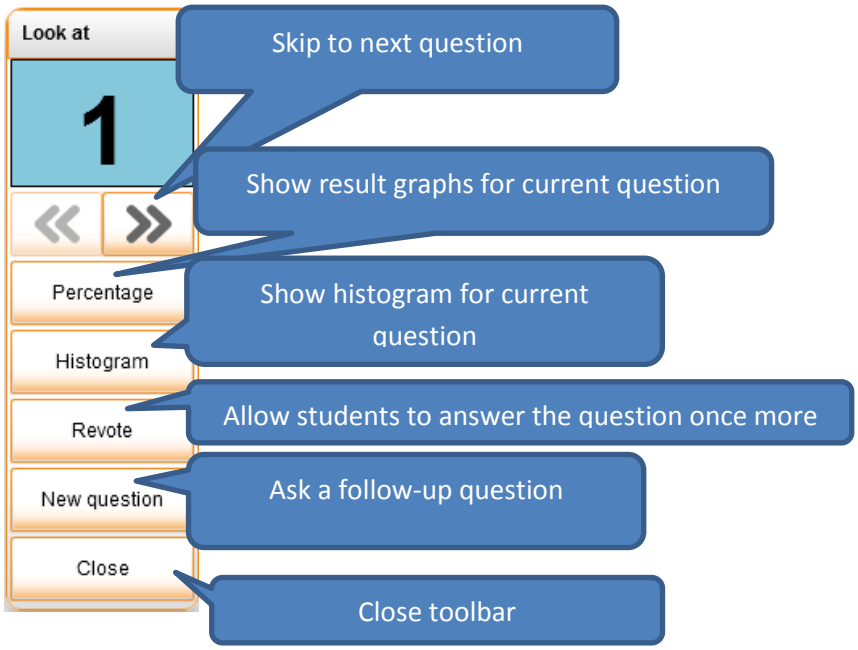
If you're going to review the questions away from the students, then everything is ready for you once you've stopped the test – you can see the result graphs and read any text responses from the **Summary button**.

The following section assumes that you've completed an Eval evaluation, and you're going to review it with the students present.

11. Eval has a so-called **presentation mode** which is useful for the review phase. This hides most of the interface and makes the Eval window transparent. You switch to presentation mode with button . The interface will appear as shown below:



12. Click the button (or the number for whichever question you wish to address), which brings up the floating toolbar below:

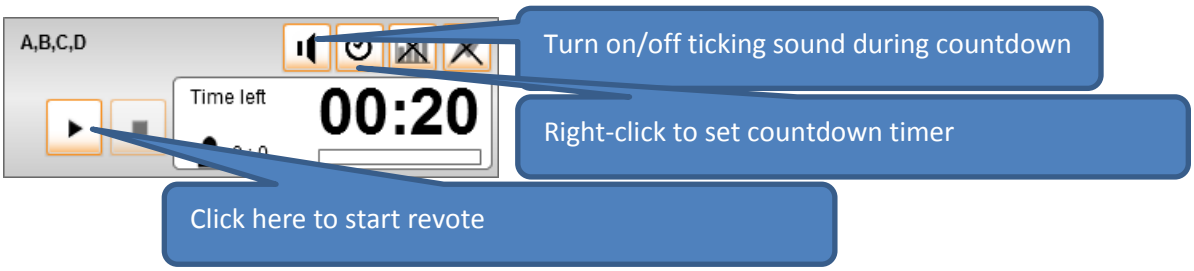


Letting students answer a question again (revoting)

If the evaluation detected knowledge gaps, or other issues which should be addressed (e.g. students misunderstanding a question, and therefore inadvertently giving misleading answers), students can be allowed to answer questions again in a revoting session.

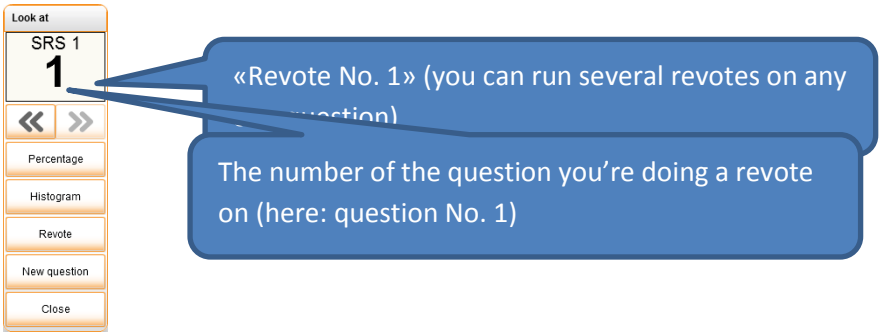
To start a revote on the current question, press the button

in toolbar for the current question. It will then bring up the control panel shown below:



When the countdown is over and the voting is finished, there will be a button in the toolbar below the main menu:

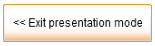
By clicking the button which just appeared, you get a toolbar similar to the one for the original question:

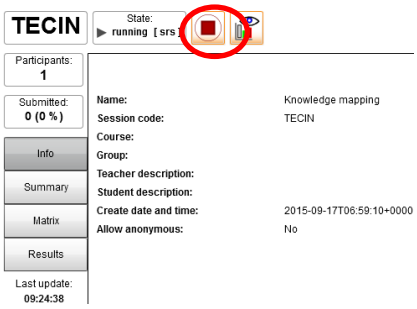


To run another revote on the same question, press the **Revote** button again.

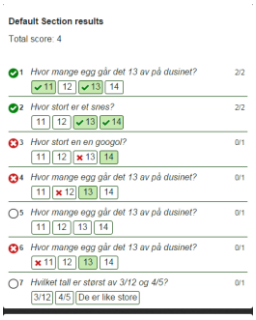
You can also ask follow-up questions with the **New question** button – this allows you to ask a new multiple-choice question (note: it is not possible to ask rating-type questions or open text questions from this control panel).

Publishing results to students

If you want to make the evaluation results available to the students (e.g. if you asked factual questions with right/wrong answers), you do that by first clicking  to leave presentation mode, and then click in the top toolbar:



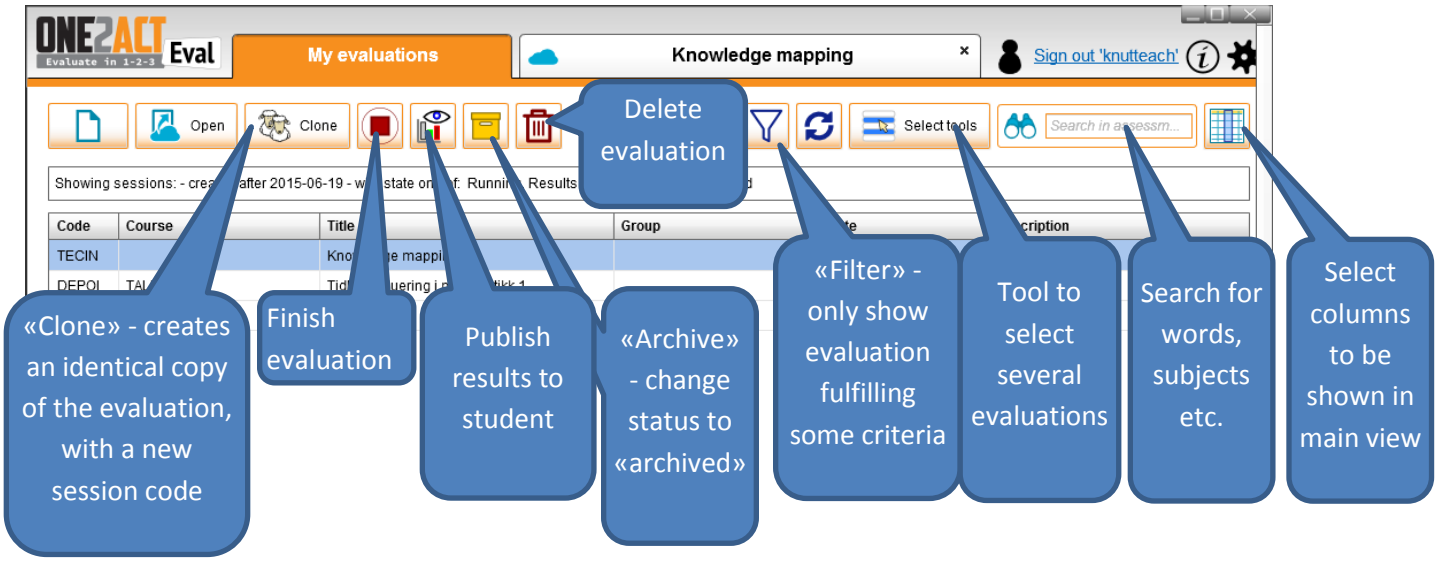
When students log in from their mobile devices with the session code used for the evaluation, the evaluation results will be presented to them as shown in the image below:


Default Section results
Total score: 4
1 Hvor mange egg går det 13 av på dusinet? 2/2
11 12 13 14
2 Hvor stort er et snøa? 2/2
11 12 13 14
3 Hvor stort en en googol? 0/1
11 12 13 14
4 Hvor mange egg går det 13 av på dusinet? 0/1
11 12 13 14
5 Hvor mange egg går det 13 av på dusinet? 0/1
11 12 13 14
6 Hvor mange egg går det 13 av på dusinet? 0/1
11 12 13 14
7 Hvilket tall er størst av 3/12 og 4/5? 0/1
3/12 4/5 De er like store

Sorting and exporting data

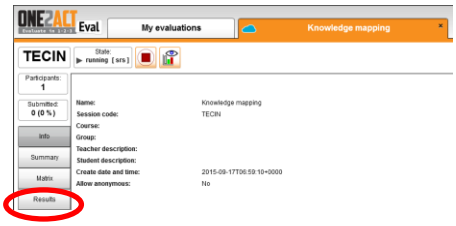
Sorting and searching in previous evaluations

In the tab **My evaluations**, which is shown by default on login, you will find the tools to search and organize evaluations that you have run (or prepared, yet to be run). Below is a brief explanation of the various tools (some of which will not appear until you have clicked on and highlighted a particular evaluation):

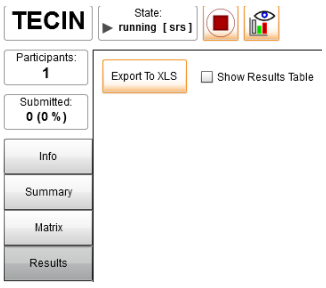


Exporting data

The results of an evaluation can be exported to a spreadsheet. This is done by double-clicking on an evaluation to get the toolbar shown in the image below:



To export all data from an evaluation, use button Results, which brings up this menu:



Push the button Export To XLS to export evaluation data to an Excel spreadsheet.

Technical Specifications / System Requirements

Internet access

Both the computer running teacher interface, as well as students' mobile devices must have internet access

- Wireless internet (Wi-Fi)
- Wireless Broadband (3G / 4G)
- Wired internet (ethernet)

There is **no requirement that** all devices are connected to Internet in the same way - you may well have some devices connected via Wi-Fi; some via 3G / 4G etc.

System for wireless internet (Wi-Fi)

If WiFi is used, the wireless network must meet the following minimum requirements:

- IEEE 802.11 a, b, g or n
- The wireless access points must be able to handle a sufficient number of concurrent devices - such as a minimum: the number of concurrent students to use Eval.One must take into account that one and the same student gladly have two mobile devices that use wireless internet (eg. Mobile phone and laptop).
- Download and upload bandwidth of the institution must be at least 5 kbit / s per student

System requirements for wireless broadband (3G / 4G)

Students can be connected via 3G / 4G. However, a condition that the coverage is sufficient that a transmission rate of 5 kbit / s per student can be maintained.

System requirements for the wired LAN (Ethernet)

If students use computers connected wired internet, there is no specific system except that the bandwidth per student is at least 5 kbit / s.

System requirements for computer running teacher interface

- Note: Administrator rights are required to install a teacher interface.If you do not have such rights, one must consult local IT services.
- Supported operating system: Windows ® XP (with SP3), Windows Vista ® (with SP2), Windows ® 7 (with SP1), Windows ® 8
- Processor: Intel ® Core ® 2 Duo E6700@2.6 GHz or higher, AMD AthlonT64 X2 6000+ @ 3.0 GHz or better
- RAM: 2 GB Windows ® XP / 4GB Windows Vista ®, Windows ® 7, Windows ® 8
- Disk Space: 5MB
- Sound card and speakers
- Mouse or other control device
- Internet access (wired or wireless)

System requirements for students' voting devices

- Supported operating systems: Windows XP / Vista / 7/8, Mac OS X 10.6 or later, iOS 6 or higher, Android 4.1.5 or newer
- Internet access through either wireless (Wi-Fi), wireless broadband (3G / 4G) or wired Internet
- Browser such as Internet Explorer 7 or later; Chrome; Firefox; Safari

HiST SØR-TRØNDELAG UNIVERSITY COLLEGE

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Lifelong Learning Programme